



ECONOMIC DEVELOPMENT MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Economic Development Department in attracting new industry, business, and investments to the City; to coordinate economic development activities with other City divisions and departments; and to provide highly complex staff assistance to the Assistant City Manager.

Supervision Received and Exercised:

Receives administrative direction from the Assistant City Manager or from other supervisory or management staff.

Exercises direct supervision over professional and clerical staff in assigned area.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, supervise and coordinate goals and objectives as well as policies and procedures necessary to administer economic development program services; develop new or modified systems, policies and procedures.
- Ensure that economic development activities comply with City goals, policies and procedures, as well as local, Federal and State regulations; develop and maintain required reports, files and records.
- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.
- Confer with government officials, lenders, private sector companies and firms, and others to effect changes in local policies to encourage industrial and commercial expansion and new development.

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- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional, and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Manage, supervise and participate in the planning, development and implementation of the Rio Salado development site.
- Manage, supervise and participate in the preparation, development and evaluation of highly technical studies, reports and analyses related to office activities; analyze and evaluate study results.
- Supervise and participate in the development and administration of the Economic Development Program budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Provide technical assistance to the City Council, commissions, committees and higher level members of City management in matters related to a wide variety of economic development activities and programs.
- Meet with members of outside agencies and the public including local developers, members of the business community and citizen groups to explain City services, programs, policies, procedures, goals and objectives; resolve difficult economic development related problems and questions.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Attend meetings of local industrial, commercial and civic organizations to increase community contact and develop understanding of the economic development program.
- Assist new and existing firms with expeditious permit processing and capital needs including packaging of financing from Federal, State and local sources.
- Research redevelopment and economic development problems and prepare a variety of comprehensive reports.
- Serve as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Revised January 2002 (reclassified to a Department Head)

Effective November 1988

Revised August 1995

Revised July 2002 Range Changed

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible urban economic or industrial development experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, finance or a related field.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0387

Salary Range: 163

FLSA: Exempt